

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

May 14th, 2020

The meeting (via Zoom video conference) was called to order by Chairman Gillett at 8:02 a.m.

Board members in attendance were: Chairman John Gillett, Vice-Chair Jesse James, Commissioner Ron Stephenson, Commissioner Rick Hjelle and Commissioner Rick Ainley.

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Office Assistant Kim Macomber and Captain Jim Glover.

CONSENT AGENDA

- Approval of Minutes from April 2020
- Approval of Voucher Documents #199 - #221
 - **Expense** in the amount of \$ 11,426.94
 - **Apparatus/Equipment** in the amount of \$ 1,501.51
 - **Land/Facilities** in the amount of \$ 1,106.32
- Approval of Voucher Document #223
 - **Apparatus/Equipment** in the amount of \$ 42,859.02
 - **Land/Facilities** in the amount of \$ 42,859.02
- Approval of Voucher Documents #232 - #256
 - **Expense** in the amount of \$ 19,041.95
 - **Apparatus/Equipment** in the amount of \$ 1,210.41
 - **Land/Facilities** in the amount of \$ 749.05
- Approval of May 2020 Payroll
- Approval of April 2020 Financial Reports

MOTION: Commissioner Stephenson made a motion to approve the consent agenda as presented. Commissioner Ainley seconded the motion. **Motion was approved 5/0.**

NEW BUSINESS

Resolution 2020-02

Chief Haverfield explained that with the Federal Emergency Declaration regarding COVID-19 we are eligible for 75% federal reimbursement of costs incurred preparing for and responding to the declared disaster. Washington State will serve as the recipient and pass-through entity for each sub recipient requesting reimbursement. As with any Federal Declaration whereas the State serves as the recipient, each agency must pass a resolution designating the applicant's agent and alternate on behalf of the entity allowing those designated personnel to submit contract documents as well as seek reimbursement for costs incurred on behalf of the district.

MOTION: Chairman Gillet made a motion to approve Resolution 2020-02 as presented. Commissioner Stephenson seconded the motion. **Motion was approved 5/0.**

Resolution 2020-03

Chief Haverfield informed the Board that when the power cots were purchased in late 2019, we were not offered any trade in value for our manual gurneys however we did put one of the three old gurneys in A-01 when we sold it to Central Calaveras Fire in February of this year. The two remaining Ferno stretchers are occupying space at station 87 and need to be disposed of. They had no trade in value nor do they have any resale value. Chief Haverfield suggested that there is a non-profit organization that works closely with the Everett Community College EMT program that may be interested in one of the surplus gurneys.

MOTION: Commissioner Stephenson made a motion to approve Resolution 2020-03 as presented. Vice-Chair James seconded the motion. **Motion was approved 5/0.**

Power Cot and Load Purchase A-08

Chief Haverfield reported to the Board that this item was not budgeted for in 2020 since we intended to replace A-05 upon the delivery. It is now planned to utilize A-05 as a fourth BLS unit upon placing A-08 into service and to place an order for A-09 in the very near future. Since we will then have four (4) functioning BLS ambulances we need to purchase one additional powered cot and load system. The load system is due to Braun by September and the original warranty coverage for both the cot and load system will not begin until A-08 is delivered to us and accepted. This proposal from Stryker is identical to the 2019 purchase as we are again “piggybacking” from the Marysville bid. Once we take delivery of A-09, hopefully sometime in mid-2021 the cot and load system will be transferred from A-05.

MOTION: Commissioner Ainley made a motion to approve the Power Cot and Load Purchase for A-08. Commissioner Stephenson seconded the motion. **Motion was approved 5/0.**

Brian Snure (WFCA Webinar)

Chief Haverfield informed the Board that they should have received an email from the Washington Fire Commissioners Association on Friday, May 8th with opportunities for two (2) training webinars. Webinar #1 “Roles, Personnel, Duties and Finances Class” will be offered from 9am to noon on Saturday, May 30th. and Webinar #2 “Open Public Meetings and Open Public Records Act” will be offered from 9am to noon on Saturday, June 6th. Chief Haverfield further explained that Webinar #2 complies with the state statutory requirements that are mandatory for all elected officials every four (4) years.

UNFINISHED BUSINESS

Gun Club Property Development – Chief Haverfield explained that he has met individually with each Board member at the site to review the current site plan drafted by Architect Brian Harris.

The only common concern is our need for enough area to accommodate water retention. Chief Haverfield said that he has asked Brian Harris to weigh in or have someone determine what our retention area needs would be for the current site plan. The current monitoring wells, still on site, will have a part in determining what the retention will look like. We may have to wait a month or two longer until we capture the one-years' worth of recordings. Chief Haverfield also added that he received an email from Miller Shingle stating that they expect to begin to install utilities in mid-July.

Commissioner Ainley asked how we intend to pay for a new fire station. Chief Haverfield replied that we will be funding the project mostly through a bond. When we are ready, we will also look at the possibility of grant funding.

Commissioner Stephenson inquired about county sand storage. Chief Haverfield said that we are making sure we know our space requirements before we talk about sale or lease of property to Snohomish County Public Works.

All commissioners agreed that they liked the recent drawing of the storage facility.

Fleet Management Consortium – Chief Haverfield informed the Board that the Interlocal Agreement is nearing its final draft form and once it is completed and reviewed by Attorney Brian Snure, he will email it to the Board for review and comment. Chief Haverfield explained that at this point they are a bit behind from where they hoped to be however it is the desire to have the ILA completed and executed sometime this summer with an effective date of January 1, 2021.

Policy Review – Chief Haverfield asked the Board if they could review the draft policies that were sent out earlier this year. Chief Haverfield requested that any input be sent to him by June 4th.

Chief Haverfield reported that the district has started the entry-level testing process to create a candidate pool. The testing started with 31 individuals. Currently there are 13 applicants, 9 internal and 4 externals. Letters and applications have been sent to the 13 candidates. The candidates have until May 21st to turn in their applications. Chief Haverfield stated that he will be have a candidate pool at the June Board meeting for approval.

The Regular Board Meeting was Adjourned at 8:46 a.m.

John Gillett, Chairman

Jesse James, Vice-Chair

Ron Stephenson, Commissioner

Rick Hjelle, Commissioner

Rick Ainley, Commissioner

APPROVED